

ASSISTANT PLANNER

DEFINITION:

Under general supervision, performs entry level professional planning activities with an emphasis on current permit processing; performs related work as required.

CLASS CHARACTERISTICS:

This class is the first level of the professional planning series. Initially under close supervision, the incumbents perform the more routine aspects of the work. As experience is gained, there is greater independence of action and a broader scope of professional assignments. This class is distinguished from the Associate Planner level in that the latter is the full journey level of this professional series.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS:

1. Review applications for zoning variances, use permits, site approvals, etc.
2. Conduct studies, make field investigations and develop recommendations regarding the processing of such applications.
3. Investigate complaints or inquiries regarding planning or zoning matters and follows up as required.
4. Assist and provide information to property owners, developers, contractors, and others regarding planning issues.
5. Confer with and provide technical support to other City staff on planning issues.
6. Review preliminary designs and building plans and specifications for environmental and zoning implications.
7. Maintain records and prepare a variety of periodic and special reports.
8. Prepare correspondence, draft ordinances and other written materials.

MARGINAL/PERIPHERAL JOB FUNCTIONS:

1. Perform other related duties as assigned.

Assistant Planner

QUALIFICATIONS:

Knowledge of:

1. Principles, practices and techniques of urban planning and zoning.
2. Research methods and report writing techniques.
3. Environmental issues as related to the planning process.
4. Drafting and mapping techniques.

Skill in:

1. Interpreting and explaining complex policies, procedures, rules and regulations.
2. Conducting analytical studies, compiling statistical and economic data, evaluating alternatives and making recommendations.
3. Establishing and maintaining effective working relationships with those contacted in the course of the work.
4. Reading and interpreting maps and specifications.
5. Preparing clear, concise and competent correspondence, reports and other written materials.

Ability to:

1. Quickly learn and apply the policies and procedures pertaining to the work.

JOB REQUIREMENTS:

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.

OTHER QUALIFICATIONS:

1. Graduation from a four year college with major course work in urban planning, architecture, public administration or field closely related to the work.

Assistant Planner

OTHER QUALIFICATIONS (Continued):

2. Some professional planning experience in a municipal setting is desirable.

MACHINES/TOOLS/EQUIPMENT UTILIZED

1. Reports, forms, pencils and pens
2. Plans, maps, and blueprints
3. Computer monitor, keyboard, printer
4. Copy machines
5. Fax machines
6. Telephone
7. Calculator
8. Typewriter
9. Automobile
10. Presentation equipment

PHYSICAL DEMANDS:

1. Mobility
2. Speaking/hearing
3. Seeing
4. Sitting/standing
5. Pushing/pulling
6. Manual dexterity
7. Speed in meeting deadlines
8. Driving
9. Lifting up to 5 lbs.

ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:

1. Indoors: normal office conditions, 98% of the time
Travel: varying conditions, 2% of the time
2. Noise level: conducive to office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels